

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: July 6, 2021

REQUESTED ACTION: Approve existing classification *Program Assistant* for LiUNA Local 335 Health Care Division and assign it to the proposed pay range Local 335.508.

☒ **X** Consent ☐ Hearing ☐ County Manager

BACKGROUND

Public Health Environmental Services would like to establish a new classification, *Program Assistant*. This is a stand-alone classification with no job family. This classification exists within the County but is new to Local 335 in Public Health and therefore has no salary range assigned.

RECOMMENDED SALARY RANGE

The Program Assistant classification is currently assigned to Local 11, Local 307, and SOG. Using parameters received by the Council, Human Resources has bargained with Local 335 to use the existing wage range assigned to those bargaining units.

The following table is the proposed range as bargained with the Union. This is the same range assigned to Local 11, Local 335, and Sheriff's Office Support Guild.

Non Exempt Classification			Hourly Rates (2021) by Step										
Table	Range	Title	1	2	3	4	5	6	7	8	9	10	11
Local 335	508 (proposed)	Program Assistant	23.01	23.62	24.17	24.78	25.39	26.02	26.65	27.33	27.99	28.70	29.42

COUNCIL POLICY IMPLICATIONS

This is an amendment to the pay plan and is under purview of the Council. This Staff Report requests the Council to establish the compensation range for the Local 335 Program Assistant classification.

ADMINISTRATIVE POLICY IMPLICATIONS

No administrative policy implications.

COMMUNITY OUTREACH

None.

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

Daniel Harrigan

Daniel Harrigan
Senior HR Representative

Mande Lawrence

Mande Lawrence
Human Resources Director

Primary Staff Contact Name and Extension: **Daniel Harrigan, ext. 2452**

APPROVED: *Robert J. O'Brien*
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: *July 6, 2021*

SR# *115-21*



APPROVED: _____
Kathleen Otto, County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	2021 Annual Budget		2022 Annual Budget		2023 Annual Budget	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2021 Annual Budget		2022 Annual Budget		2023 Annual Budget	
		GF	Total	GF	Total	GF	Total
Total							

III. B – Expenditure by object category

Fund #/Title	2021 Annual Budget		2022 Annual Budget		2023 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total						